

## **Executive/Operations Committee**

The Arizona Developmental Disabilities Planning Council's (ADDPC) Executive Committee is largely responsible for overseeing the functions of the Council to ensure effective and efficient operations. The committee is comprised of seven Council members: the Chair and Vice-Chair, Chairs of the committees, and at-large members appointed by the Chair. These at-large members shall be self-advocates.

The Executive/Operations Committee is responsible for:

- Review/Recommend changes to by-laws
- Manage personnel issues involving the Executive Director that require immediate action
- Complete annual evaluation of the Executive Director in concert with the rest of the Council
- Periodically review committees and operations of the Council to ensure effectiveness; Obtain up-to-date reports from committees to ensure progress towards goals
- Direct when and what type of data needs to be collected to determine the needs of the Arizona's DD community
- Recommend when solicitations should be authorized, drafted, and released
- Review and make recommendations for approval/disapproval of Requests for Grant Applications, Interagency Service Agreements, Intergovernmental Agreements or other grant funding methods necessary to comply with state procurement rules for obligating and liquidating financial allocations. The committee may provide final approval as a last resort if a full Council meeting is unable to be called.
- Review and make recommendations for board development and training, as well as recommend new council members for membership vacancies
- Take care of all other matters affecting the functions and activities of the ADDPC that must be addressed to ensure ongoing effective operation of the Council. These include:
  - Ongoing review of the budget with the Fiscal Manager
  - Review of the Annual Report
  - Review Program Performance Report (PPR) – Jan. 1
  - Review Five Year State Plan Goals/Objectives and approve yearly application to AIDD – Aug. 15

## **Grants/ Contracts Administration Committee**

The Arizona Developmental Disabilities Planning Council's (ADDPC) Grants and Contracts Committee is responsible for:

- Generating scopes of work for Request for Grant Applications (RFGAs) and some contracts, reviewing proposals, making recommendations, and monitoring contracts to affirm the Council meets its goals
- Advising the Council on progress of funded projects
- Growing the cadre of fund-makers and quality applicants who target disability issues, thereby improving impact and sustainability of funded projects

The DDPC Grants and Contracts Committee will advise on the following practices:

- Review and tentatively approve all funding requests, outside of exhibits (new or renewal requests for funding)
- Review budget with Fiscal Manager
- Make recommended changes to ADDPC's Grants Policy Manual
- Be liaison to Executive Committee and provide updates
- Generate Scope of Work for (competitive RFGAs) ideas to support Five Year State Plan
- Continue to look for ways to simplify the grant-making process
- Volunteer to review competitive proposals
- Contract monitoring that includes both programmatic and fiscal review
- Advise on renewal decisions of contracts and funding strategies
- Update Council on funded projects, invite periodic project speakers with individuals and families, and work with Marketing/PR committee to obtain stories (where available) to update the Council and community of how Council funding helps communities
- Advise the Council on the role it should play regarding the sustainability of funded projects (e.g., information on other foundations, grants, trainings to grantees, step-down funding, networking resources, and/or collaborating with agencies and organization to fund projects)
- Identify, network, and collaborate with funders across the state willing to target their funding for innovative programs and services that benefit the DD community
- Broaden and diversify the recruitment of quality applicants for the Council to fund

## **Public Policy Committee**

The Arizona Developmental Disabilities Planning Council's (ADDPC) Public Policy Committee is responsible for:

- The review and analysis of all public policy issues impacting individuals with developmental disabilities and their families
- Educating and advocating for the supports and needs of individuals with developmental disabilities and their families

The ADDPC Public Policy Committee will advise on the following practices:

- How local and regional media is utilized and what issues should be highlighted that pertain to current or upcoming legislative action
- What information should be published and in what formats (e.g., op-eds, a letter, blog, press release, policy brief, human interest story, white paper, etc.) that can be widely distributed to constituents and legislators for educational purposes
- How to support and mobilize local advocacy groups to represent the issues of persons with developmental disabilities to local decision-makers and legislators
- How the Council will track and display legislative information (e.g., directly or through partners) and follow through
- How social media should be used to display information on legislative issues that can be accessed by policymakers and legislators
- What messages and strategic relationships with legislative aides and assistants should be established as a conduit for information from the Council
- What affiliations should be developed with like interest organizations to foster collaboration and garner greater attention and credibility when approaching policymakers and legislators on topics impacting persons with developmental disabilities
- Which national organizations with which to collaborate and actively participate as stakeholders to educate the full Council of federal legislation and national issues and trends
- What policy research to undertake to better advocate for and educate the disability community and/or policymakers
- Determine if the Council should host or participate in either community events or trainings that are targeted to addressing policy gaps and also promote positive exposure
- Identify policy gaps or weaknesses that exist among local, state, or federal agencies that create barriers to community inclusion, and work collaboratively with other organization stakeholders and agency staff to address them

## **Marketing/Public Relations Committee**

The Arizona Developmental Disabilities Planning Council's Marketing/Public Relations Committee will explore and implement traditional and innovative strategies to share Council goals and actions in a relevant and high-impact way with its targeted audiences.

The Marketing/Public Relations Committee will advise on the following activities:

- Develop a marketing/outreach plan, including defining target audiences and revising when necessary
- Identify optimal method for reaching specific audiences (i.e., TV, Spanish radio, Facebook, Instagram, newspaper, press releases, churches...)
- Create and complete community events, education trainings, webinars, etc. centered around Council goals
- Develop high-impact ideas for promotion of Council grantee projects, research reports, events, education trainings, webinars, etc.
- Identify indicators to track on marketing efforts and audience engagement
- Forge strategic partnerships with specific organizations statewide to cross-promote events, projects, etc.
- Highlight innovative programs, organizations, individuals, and families to educate the community and the Council on best practices
- Recognize timely and important events and how the Council can align its message with real world events to establish relevance
- Develop use of storytelling, including how and when it should be used
- Reach out to linguistically and culturally underserved communities (e.g., rural, tribal, African-American, Latino, deaf/hard of hearing)
- Conduct market research, when necessary, to ensure the Council is effective in reaching its goals and to identify other goals the Council may want to pursue

## **Supporting Employment First Ad Hoc Committee**

The Arizona Developmental Disabilities Planning Council's (ADDPC) Employment Committee is responsible for bringing the Council information on innovative programs, up-to-date employment data and research, and overseeing and promoting success of employment initiatives of the Council.

Some of the specific activities of the Employment Committee include:

- Review of employment goals and objectives and monitor progress
- Monitor progress of funded employment initiatives
- Identify opportunities and partners for collaboration on employment initiatives and connect these opportunities with Employment First and other relevant agencies
- Support key directions identified in Employment First strategic plan
- Identify and brainstorm ideas for potential solicitations to support integrated employment
- Explore strategies to implement evidence-based practices to increase employment opportunities
- Identify gaps in implementation of Employment First strategic plan and develop action plan to address gaps
- Advise on research to help advance employment initiatives when necessary